

CPC TDY Travel Request

Domestic _____ or Foreign _____

Traveler's Name: _____ Date of Request: _____

Departure date: _____

Return date: _____

Depart From: _____Residence _____Silver Spring Other _____

Return To: _____Residence _____Silver Spring Other _____

Destination(s): _____

Justification: _____

Authorizations Requested:

Mode of travel _____Air/Rail _____POV _____Other

Traveller must make flight, rental car, or rail arrangements through SATO. Submit the itinerary with this request. REMINDER: SATO is the contracted travel office for all of NOAA.

_____Lodging (the authorized per diem rate for TDY location will be used)

_____POV Mileage to and from airport

(If someone drives you to airport, then POV mileage is authorized for round trip)

_____Taxi(s)/Shuttle (to and from airport/hotel)

_____Public Transportation (bus, metro, etc)

Other expenses that may be claimed on voucher include: Official calls, tolls, ATM fees, gas for rental car, hotel tax and parking fees. You will be authorized a miscellaneous expense amount for these expenses.

_____Annual Leave (must be approved by leave granting authority)

From: _____ To: _____

Additional Information: _____

Travel Authorization Number: _____